

# Sample Email Scripts – 25<sup>th</sup> Reunion

## Template #1:

NICKNAME\$,

Hello from Iowa! I hope you and yours are staying healthy. I'm sure you know that we have a reunion coming up next summer, and I know what you're thinking – it can't be 25 years since we graduated! I feel the same way. But I'm also excited to see everyone again.

I'm a part of the planning committee this year, and we are working on some great events to mark this milestone year. Please add the dates below to your calendar, and I really hope you can make plans to meet us all in Grinnell.

February 1 – Registration opens  
June 2-5 – Reunion!

I would love to hear from you, learn how you are and know if you are planning to come. I also recognize this is a time of uncertainty. If you have any ideas that you would like me to take to the rest of the committee, please let me know.

Take care! I hope to see you in Grinnell in June!  
\$EMAIL\_SIGNATURE\$



## Template #2:

NAME,

What a challenging 18 months we've had. Whether you're itching to travel and connect in person again, or whether you're not quite there yet, I wanted to let you know that we're in the midst of planning our 25 year Grinnell reunion. Can you believe it's been 25 years?!?

Our 1997 planning committee is working on some great events to mark this milestone year, and we hope you'll join us on campus this June. Please note these important dates on your calendar:

February 1: Registration opens  
June 2-5: Reunion!

We'd love to have you with us in June! Do you think you'll be able to attend?

SIGNATURE